



SPARS Access Request Form for Facility Administrators



MAIL TO: Air Quality Bureau
7900 Hickman Road, Suite 1
Windsor Heights, IA 50324
ATTN: SPARS Administrator

By completing this form, you are requesting the Iowa DNR to create a Facility Administrator SPARS account for you. Once this account is created, you will receive a user ID and a password, which will allow you to access SPARS Web. As the Facility Administrator, you will have the ability to create and manage SPARS user accounts and passwords for your facility's employees and consultants. **NOTE:** Only facility employees may be designated as Facility Administrators.

Minor Sources - Your facility's Facility Administrator can be designated using this form. However, **if you prefer to have the Iowa Air Emissions Assistance Program at the Iowa Waste Reduction Center complete and submit your application and/or inventory, do NOT use this form.** Please contact the IAEAP/IWRC for the appropriate form at (800) 422-3109.

☐ Checking this box indicates: (1) that you agree to **protect your user ID and password** and (2) that you will promptly notify the SPARS Administrator at Rachel.Quill@dnr.iowa.gov if you discover that your user ID or password has been compromised.

Check the appropriate box if it applies:

The person identified in this form is:

☐ An additional Facility Administrator

☐ A replacement for _____ (name of Facility Administrator)

List all facilities for which you wish to be designated as the Facility Administrator. (Duplicate this form as needed)

FACILITY NAME	FACILITY NUMBER (##-##-###)

Facility Administrator's Identification

Facility Administrator's Name (Print)	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.
Facility Administrator's Title	
Facility Administrator's Phone Number	
Facility Administrator's E-Mail Address	
Facility Administrator's Mailing Address	
Date	